

# User Manual

Zonal Railways

**Version 1.1**



**Document Prepared By:**

Centre for Railway Information System

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## History

S. No.	Version	Date	Prepared By	Reviewed by
1.	1.0	Created on 08-Nov-2010	Vinod Kumar	Mr. Prabhat / CRIS
2.	1.1	Updated on 22-Nov-2010	Vinod Kumar	Mr. Prabhat / CRIS

## **Key Points to remember:**

1. The fields which are mandatory has been marked as "**Mandatory**".
2. In case of any image upload, please don't use heavy size image and proportionality large images. User gif, jpg image if possible.
3. In case of any problem , while adding the content, please contact your administrator for any technical assistance.

## 1. Administration Login Screen

Indian Railway :: Administrator Console

Administrator Login

Enter Login details:

User name:

Password:

**Sign In**

Forgot Password?

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This is the Portal of Indian Railways, developed with an objective to enable a single window access to information and services being provided by the various Indian Railways entities. The content in this Portal is the result of a collaborative effort of various Indian Railways Entities and Departments Maintained by CRIS, Ministry of Railways, Government of India.

URL : <http://cris-nr.cris.org.in/CRIS/webadmin>

Enter your username and password and click on the Sign In Button. On successful Sign in , you will be shown the following screen.

Northern Railway

Welcome to WCMS Admin Console

techsupport's Admin Home | Change password | Launch site | Logout

**DashBoard**

Welcome to Administrator Console  
Manages your content with less amount of efforts!

User Login Details :

User Name :	techsupport
Last Login Date & Time :	Wednesday 3rd-November-2010 15:34
Last Login IP Address :	172.16.1.61

**Content Management Systems**

**MANAGE PROFILE**  
For viewing/updating your profile. [Click here](#) to edit/update your profile.

**CHANGE PASSWORD**  
To change your password. [Click here](#)

**LOGIN HISTORY**  
You can view your login history details e.g. the last Login IP address, Login date & time.

The User will be able to see only those flow in the left hand side menu, which has been assigned to him by the Administrator.



## 2. Manage Profile

For managing your profile, click on the Manage Profile link (Screen shot is given below)



If you click on this link, the following details will be displayed.

A screenshot of the 'Edit Profile' form. At the top, a red header bar says 'Manage Users » Edit Profile'. The form has several input fields:

- 'Login Username:' field containing 'techsupport' (disabled).
- 'Email' field containing 'sandeepomar0@gmail.com' (disabled).
- 'Display Name' field containing 'HP Technical Support' (disabled).
- 'Secret Question' dropdown menu showing 'Where did you meet your spouse?' (disabled).
- 'Your Answer' field containing 'test' (disabled).

At the bottom right is a grey 'Update Profile' button.



You can only change the following details:

- Email-id
- Display Name

The rest of the fields are disabled and hence can not be changed.

Change the details which you wanted to change and then click on the update button. Subsequently, the details will be updated.

### 3. Change Password

For changing your login password, click on the Change Password link (Screen shot is given below)

The screenshot shows the Northern Railway's WCMS Admin Console. At the top, there is a logo for Northern Railway, the text "Northern Railway", and "Welcome to WCMS Admin Console". To the right, there are links: "techsupport's Admin Home", "Change password" (which is circled in red), "Launch site", and "Logout". A large red arrow points from the "Change password" link down to a modal window titled "Change Administrator Password". This window contains three input fields: "Present Password", "New Password", and "Confirm Password", followed by a "Change Password" button.

You have to enter your existing password, new Password and Confirm Password.

**Please Note:** Your New Password and Confirm Password should be same.

Once you have entered all the details, click on the “Change Password” button and your password will be changed successfully.

## 4. Manage Site Configuration

Here you can manage the following things:

### 4.1. Site Logo

If you want to change the public site logo, then upload the logo with fixed width and height ( JPEG format) and upload it.

### 4.2. Public Site Title ( English / Hindi)

If you want to change the public site title , then put the relevant text here.

### 4.3. Homepage Banner Images

If you want to change the images which are displayed on the homepage , then upload the images with fixed width and height i.e. **width : 667px, height : 156px** ( preferably jpeg format)

### 4.4. Public Site Into Text on the Homepage

If you want to change the public site intro text, then put the relevant text here.

### 4.5. Website Feedback email to

Enter the email-id where you want all the feedback received from the public site should go.

The screenshot shows the Northern Railway WCMS Admin Console interface. At the top, there's a logo for Northern Railway and a header bar with links for 'Welcome to WCMS Admin Console', 'techsupport's Admin Home', 'Change password', 'Launch site', and 'Logout'. On the left, a vertical 'ADMIN MENU' sidebar lists various administrative tasks. The main content area is titled 'Manage Site Configuration' and contains a table for 'Site Configuration Parameters'. The table has three rows:

Site Configuration Parameters	
Site logo	<input type="text" value="nrlogo.jpg"/>
Public site title	<input type="text" value="Northern Railways / Indian Railways Portal"/>
Home Image 1	<input type="text" value="nr1.jpg"/>
Home Image 2	<input type="text" value="nr2.jpg"/>
Home Image 3	<input type="text" value="nr3.jpg"/>
Public site intro text (English)	<p>Northern Railway, the Jewel Set in the Crown of Indian Railways, has embarked on the mission to vanquish distances and create its own metaphor of existence. Formally established in the year 1952, it remains the largest zone in terms of route Kilometers, even after the re-organization of the Indian Railways into 16 zones. Northern Railway now comprises of 5 Divisions—Ambala, Delhi, Ferozpur, Lucknow and Moradabad.</p>
सार्वजनिक साइट परिवर्य पाठ (हिंदी)	<p>उत्तरी रेलवे, भारतीय रेल के मुकुट में गहना सेट, के लिए दूरी जीतना और अपने अस्तित्व के अपने खुद के बनाने के रूपक मिशन पर शुरू किया गया है। औपचारिक रूप से वर्ष 1952 में स्थापित, यह मार्ग किलोमीटर के मामले में सबसे बड़ा क्षेत्र 16 क्षेत्रों में फिर से भारतीय रेलवे के संगठन के बाद भी बनी हुई है। उत्तर रेलवे अब 5 प्रभागों अंबाला, दिल्ली, फिरोज़पुर, लखनऊ और मुरादाबाद के शामिल हैं।</p>
Website Feedback E-mail should be sent to :	<input type="text" value="vinod.kumar@agniclient.com"/>

Once you are done, click on the Submit Site Configuration Parameters button and the details will be updated.

**Please Note:** For Logo and Banner image, please upload only JPEG format images.

## 5. Manage Divisions

You can add, activate / de-activate divisions belonging to particular Zonal railway.

5.1. Enter the Division Name (**Mandatory**)

5.2. Enter the Division Description

5.3. click on the “**Add Division**” button

5.4. A successful message will be displayed.

### Manage Divisions

Division Name

Division Description

[Add Division](#)

S. No.	Division Name	Division Description	Status	Action
1	Ambala	About Ambala Division	Active	<a href="#">De-Activate</a>
2	CFMOW	About CFMOW Division	Active	<a href="#">De-Activate</a>
3	Delhi	About Delhi Division	Active	<a href="#">De-Activate</a>
4	Firozpur	About Firozpur Division	Active	<a href="#">De-Activate</a>
5	Jagadhri Workshop	About Jagadhri Workshop Division	Active	<a href="#">De-Activate</a>
6	Lucknow	About Lucknow Division	Active	<a href="#">De-Activate</a>
7	Lucknow Workshop	About Lucknow Workshop Division	Active	<a href="#">De-Activate</a>
8	Muradabad	About Muradabad Division	Active	<a href="#">De-Activate</a>
9	Northern Railway HQ	About Northern Railway HQ Division	Active	<a href="#">De-Activate</a>
10	qqq	qqq	Active	<a href="#">De-Activate</a>
11	Rail Coach Factory RBL	About Rail Coach Factory RBL Division	Active	<a href="#">De-Activate</a>
12	Railway Board	About Railway Board Division	Active	<a href="#">De-Activate</a>

**For Activating / De-activating Division:**

Click on the respective link to activate or de-activate any division name.

**Activate Means :** The Division Name which are “Active” will be displayed in the drop down box in other flows e.g. in Tender flow.

**De-activate Means :** The Division Name which are “Inactive”, will not be displayed in the drop down box in other flows e.g. in Tender.

## 6. Manage Departments

**Manage Departments**

Division Name	Ambala
Department Name	
Department Description	
<input type="button" value="Add Department"/>	

S. No.	Department Name	Division Name	Description	Status
1	ACCOUNTS JAN 1 2010 ONWARDS	Ambala		De-Activate
2	COMMERCIAL JAN 1 2010 ONWARDS	Ambala		De-Activate
3	CONSTRUCTION JAN 1 2010 ONWARDS	Ambala		De-Activate
4	ENGINEERING JAN 1 2010 ONWARDS	Ambala		De-Activate
5	ELECTRICAL JAN 1 2010 ONWARDS	Ambala		De-Activate
6	MEDICAL JAN 1 2010 ONWARDS	Ambala		De-Activate
7	MECHANICAL JAN 1 2010 ONWARDS	Ambala		De-Activate
8	FOIS	Ambala		De-Activate
9	SIGNAL AND TELE JAN 1 2010 ONWARDS	Ambala		De-Activate
10	www	qqq	www	De-Activate
11	Mechanical	Delhi	Mechanical Department of Delhi	De-Activate
12	ELECTRICAL JAN 1 2010 ONWARDS	Delhi	ELECTRICAL JAN 1 2010 ONWARDS	De-Activate

### Steps for adding a new Department

1. Select Division Name under which you want to add the Department.
2. Enter the Department Name (**Mandatory**)
3. Enter the Department Description
4. Click on the Add Department Button.

### Steps for Activating / De-activating any particular Department.

1. Click on the Activate or De-activate link for that particular department in the grid.

## 7. Manage Website Header Links

Manage Header Menu / Links		
Section Name	Include in Menu	Priority in Menu
About Us	<input checked="" type="checkbox"/>	<input type="button" value="1"/>
Passenger Services	<input checked="" type="checkbox"/>	<input type="button" value="6"/>
Divisions	<input type="checkbox"/>	<input type="button" value="2"/>
Tenders	<input checked="" type="checkbox"/>	<input type="button" value="4"/>
News & Updates	<input checked="" type="checkbox"/>	<input type="button" value="3"/>
Supplier Information	<input type="checkbox"/>	<input type="button" value="5"/>
Contact Us	<input checked="" type="checkbox"/>	<input type="button" value="7"/>

### Steps for Showing/hiding any particular Menu Item from the Main Menu.

1. Select the check box if that menu item is to be displayed in the Main Menu.
2. Un-select the check box if that menu item is not to be displayed in the Main Menu.
3. Click on the save button.

### Steps for Setting the priority/ order of the menu item in the Main Menu.

For setting the priority /order in which the menu item should appear in the Main Menu , follow the following steps:

1. Select the Number from the drop down list as per the order required.
2. Click on the Save button.

## 8. Manage Users

The screenshot shows the 'User Management' section of the WCMS Admin Console. On the left is the 'ADMIN MENU' sidebar with various management options. The main area shows a table of existing users with columns for S.No., Login Username, Email-id, User Type, Status, and Mode. Below the table is a form for 'Add new user' with fields for Login Username, Display Name, Email-id, and a dropdown for 'Division/Department'. A note at the bottom of the form says: 'Note : Password will be generated automatically by the System and will be mailed directly to the User.'

S.No.	Login Username	Email-id	User Type	Status	Mode
1	HP Technical Support	sandeoptomar0@gmail.com	Administrator	Active	Edit
2	notice	notice@gmail.com	User	Active	Edit
3	prabhat	prabhat_52002@yahoo.co.in	User	Active	Edit
4	cris	cris@cris.com	User	Active	Edit
5	crismailtest	sandeep.tomar@agniclient.com	User	Active	Edit
6	sandeep Tomar	sandeep.tomar@agniclient.com	User	Active	Edit
7	email	sandeoptomar0@gmail.com	User	Active	Edit
8	Vinod Kumar	vinod.kumar@agniclient.com	User	Active	Edit
9	Vinod Kumar	vinod.kumar@agniclient.com	User	Active	Edit

### Steps for Adding a new User

1. Select Division/Department from the list available.
2. Enter Login Username (**Mandatory**)
3. Enter Display Name (**Mandatory**)
4. Enter Email-id. (**Mandatory**)
5. Click on the Add User Button.

### Steps for Activating/De-activating any particular User

1. Click on the Edit Link
2. Select Activate if that user to be activated
3. Select De-activate if that user to be deactivated.
4. Click on the Save button.

A system generated automatic email will go to the user on his/her account creation giving his/her username and password to login to the application.



## 9. Manage User Rights

The screenshot shows a red header bar with the title 'Manage User Rights'. Below it is a blue header bar titled 'Assign User Rights'. A dropdown menu labeled 'Select a user : techsupport - (HP Technical Support)' is open. At the bottom of this bar is a 'Select User' button.

Steps for Managing the user access rights:

1. Select the particular User from the list available.
2. Click on the Select User button.
3. Select the Section name which will be managed by that particular User.
4. Click on the "Assign Rights to user" button.

The screenshot shows a red header bar with the title 'Manage User Access Rights > notice [ notice ]'. Below it is a blue header bar titled 'Section Management'. A sidebar on the left shows a tree structure of sections:

- >>  About Us
  - About Northern Railways
  - ss
  - hh
- Organization Vision
- Organizational Structure
- General Manager
- Add General Manager
- Departments
  - Vigilance Department
  - Operating
  - Commercial Department
  - Stores Department
  - Safety Department
  - Civil Engineering Department
  - Mechanical Engineering Department
  - Electrical Department
  - Security Department

## 10. Mange Website Static Content

Manage Content » Top level »				
Label	Priority	Type	Created/Updated	Action
About Us	1	Normal	techsupport 2007-05-04 11:32:03.0/ techsupport 2010-11-02 17:50:25.0	Preview   De-activate   Edit   Create Sub-section
Passenger Services	2	Normal	techsupport 2007-05-04 11:32:03.0/ techsupport 2010-10-25 19:25:37.0	Preview   De-activate   Edit   Create Sub-section
Divisions	2	Normal	techsupport 2007-05-04 11:32:03.0/ techsupport 2010-10-28 18:50:02.0	Preview   De-activate   Edit   Create Sub-section
Tenders	3	Normal	techsupport 2007-05-04 11:32:03.0/ techsupport 2010-10-28 18:48:32.0	Preview   De-activate   Edit   Create Sub-section
News & Updates	4	Normal	techsupport 2007-05-04 11:32:03.0/ techsupport 2010-10-26 15:01:02.0	Preview   De-activate   Edit   Create Sub-section
Supplier Information	5	Normal	techsupport 2007-05-04 11:32:03.0/ techsupport 2010-10-26 13:53:02.0	Preview   De-activate   Edit   Create Sub-section

### Action Links description

- **Preview** – To view the content of the page.
- **Activate / Deactivate** – to activate or deactivate any page or content
- **Edit** – To edit / update the page content.
- **Create Sub-Section** – To create sub-section under the respective main section.

### Steps for creating a link under Main Manu Item e.g. About us

- 1.) Click on the “Create Sub-Section” link .
- 2.) Click on the “Make New Entry” link on the top right hand side.
- 3.) Enter details
- 4.) Click on the “Create Section” button.

## 11. Manage Scrolling / Ticker Text

**Manage Scrolling Text**

Create New Ticker

Active Ticker(s)	Label	Ticker Details
<input type="checkbox"/>	Ticker1	ticker1
<input type="checkbox"/>	Ticker2	ticker2
<input checked="" type="checkbox"/>	testing	<a href='http://cris-nr.cris.org.in/CRIS/uploads/files/Instructions%20for%20downloading.pdf' target='_blank'>Instructions for Downloading CRIS Data</a>

### Steps for Adding a new Ticker:

1. Click on the “Create New Ticker” link.
2. Enter Label
3. Enter Ticker Details.
4. Tick on the Active Ticker check box if that is to be shown in the ticker. Or uncheck the check box if that is not to be shown on the ticker.
5. Click on the Update Ticker button.

## 12. Create Banners

Create Banner	
Banner Type	<input checked="" type="radio"/> Side(150 width x 130 height)
Link to Section	<input checked="" type="radio"/> About Us About Northern Railways Organizational Structure General Manager Addl General Manager Departments Vigilance Department
Or Link to Direct Content	<input type="radio"/> Accounts Department--Delhi Sports <input type="radio"/> Photo Gallery--Miscellaneous Photos <input type="radio"/> News & Announcements--SMS 139 FOR PNR STATUS <input type="radio"/> News & Announcements--REVISION OF PORTERAGE CHARGES OF LICENCED PORTERS <input type="radio"/> News & Announcements--PIO RAIL COACH FACTORY RAE BARELI <input type="radio"/> News & Announcements--CRITERIA FOR EMPANELMENT OF NEWSPAPERS <input type="radio"/> Press Releases--SPECIAL ONE TRIP BETWEEN NEW DELHI-BARAUTI
Or To URL	<input type="radio"/>
Mouse over text for English	<input type="text"/>
Mouse over text for Hindi	<input type="text"/>
Banner File Type	<input checked="" type="radio"/> (gif/jpg/png) <input type="radio"/> (flash)
Attach File	<input type="file"/> <input type="button" value="Browse..."/>
<input type="button" value="Create Banner"/>	

### Steps for Adding a Banner:

1. Select the Banner type
2. Select the Section name where it is to be linked/displayed.
3. Or Select any specific page where it is to be shown.
4. Or enter any specific URL.
5. Enter the Mouse over text ( English / Hindi)
6. Select the Banner file type
7. Browse and Upload the Banner
8. Click on the Create Banner button.

## 13. Remove/Delete Banners

				7   हमास संपर्क करें	Not Assigned	---
4	News & Updates		<input type="checkbox"/>			
5	Supplier Information		<input type="checkbox"/>			
6	Divisions		<input type="checkbox"/>			
7	Contact Us		<input type="checkbox"/>			
<a href="#">Remove</a>						

### Steps for removing Banner:

1. Deselect the check box from the section where it is not to be shown.
2. Click on the remove button.

## 14. Manage Tender Notice

**Manage Tender Notice**

For Add New Tender Notice	<a href="#">Click Here</a>
For Edit/Delete Notice	<a href="#">Click Here</a>

### Steps for Adding a New Tender Notice

1. Click on the Click here link.
2. Enter the Tender details.
3. Click on the Save button.

### Manage Tender Notice

Add Tender Notice	
Tender Type	<input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="button" value="--Select Tender Type--"/>
Division	<input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="button" value="--Select Division--"/>
Department	<input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="button" value="--Select Department--"/>
Tender Number	<input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>
Publication date on website	<input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/> Time <input style="width: 50px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="button" value="00:00"/> (hh:mm)
Last Date of Document Collection	<input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/> Time <input style="width: 50px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="button" value="00:00"/> (hh:mm)
Last date for Submission	<input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/> Time <input style="width: 50px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="button" value="00:00"/> (hh:mm)
Tender Opening Date	<input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/> Time <input style="width: 50px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="button" value="00:00"/> (hh:mm)
Tender value	<input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/> ₹ <input style="width: 50px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>
EMD	<input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/> ₹ <input style="width: 50px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>
Cost of Tender Document	<input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/> ₹ <input style="width: 50px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>
Tender Title (in English)	<input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>
Tender Description (in English)	<input style="width: 150px; height: 100px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>
Tender Title (in Hindi)	<input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>
Tender Description (in Hindi)	<input style="width: 150px; height: 100px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>
Tender File (English)	<input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/> <input style="width: 50px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="button" value="Browse..."/>
Tender File (Hindi)	<input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/> <input style="width: 50px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="button" value="Browse..."/>
Contact Information of Person who is responsible for that tender	
Name	<input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>
Email	<input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>
Telephone Number	<input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>
Address	<input style="width: 150px; height: 100px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>
<input style="width: 50px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="button" value="Save"/> <input style="width: 50px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="button" value="reset"/>	

**Key things to remember while adding a new Tender Notice:**

1. **Tender Type** – Select the appropriate value from the drop down for which the tender notice is to be added. (**Mandatory**)
2. **Division** – Select the appropriate division from the drop down for tender notice is to be added. (**Mandatory**)
3. **Department** – Select the appropriate department from the drop down for which tender notice is to be added. (**Mandatory**)
4. **Tender Number** – Enter the tender /notice number. (**Mandatory**)
5. **Publication Date of Website / Time**– This is the date when you want the tender notice to be displayed on the website. E.g. if the “**Publication date of website**” has been entered as **25-Nov-2010 11:00** , then that particular tender notice will start appearing on the website from 25-Nov-2010 11:00 onwards. It will not be displayed before 25-Nov-2010 11:00 even if it has been added before 25-Nov-2010 11:00. (**Mandatory**)
6. **Last date of Document collection** – Please enter the date and time for the document collection. (**Mandatory**)

7. **Last date of submission** – please enter the date and time for the submission of document. ( **Mandatory**)
8. **Tender Opening Date / Time** – This is the date up to which the tender notice will be displayed on the website. E.g. if the Tender Opening Date/ time has been entered as 31-Nov-2010 17:00, then this tender notice will be displayed till 31-Nov-2010 17:00, and after that it will get disappeared from the website and will move to the Archive Section. ( **Mandatory**)
9. **Tender value, EMD & Cost of Tender Document** – Please enter the numeric figure of these fields. E.g. 5000.
10. **Tender Title ( English / Hindi)**– Please enter the tender subject. E.g. “Tender for procurement of Hardware & Software”. Please enter the Hindi text for the title in Hindi. ( **Mandatory**)
11. **Tender Description ( English/Hindi)**- Please enter the tender description ( approx 100 words) describing the tender information. Please enter the relevant hindi text in Hindi field.
12. **Tender File ( English / Hindi)** – Upload the tender notice file ( English / Hindi).
13. **Contact Details** – Enter the contact details Name, address, contact number , email-id for the person who is responsible for the tender.
14. **“Last Date of Document collection Date/ time”** will always be equal or greater than **“Publication date/time on website”**.
15. **“Last date of submission** “will always be equal or greater than “Last Date of Document collection”.
16. **“Tender Opening Date”** will always be equal or greater than “Last date of Submission”.

### Steps for Editing/Deleting Tender Notice details

1. Click on the Click here link.
2. Search the Particular tender by keyword, or by other given parameters.
3. Click on the Edit link if the details are to be edited/updated.
4. Or click on the Delete link if the tender notice to be deleted.

<b>Search Notice by Keyword</b> Please enter search keyword : <input type="text"/> <input type="button" value="Search"/>						
<b>Search Tender type, Division and Departments</b> <div style="margin-top: 10px;">         Search Filter <input type="radio"/> Show All <input checked="" type="radio"/> Active <input type="radio"/> Archive          Tender Type <input type="button" value="Tender"/>           Division <input type="button" value="Ambala"/>           Department <input type="button" value="ACCOUNTS JAN 1 2010 ONWARDS"/> <div style="float: right; margin-right: 10px;"><input type="button" value="Show"/></div> </div>						
<b>Division</b>	<b>Department</b>	<b>Tender No.</b>	<b>Tender Open Date</b>	<b>Name Of Work</b>	<b>Edit</b>	<b>Delete</b>
Ambala	ACCOUNTS JAN 1 2010 ONWARDS	30-Elect-52-T-R-10-11-E3	08-12-2010	Provision of 2 Nos. Lift in TA Building, S.E. Road, New Delhi	<a href="#">Edit</a>	<a href="#">Delete</a>
Ambala	ACCOUNTS JAN 1 2010 ONWARDS	Cris Test Edit	30-11-2010	testEng	<a href="#">Edit</a>	<a href="#">Delete</a>

## 15. Manage Tender Document

<b>Manage Tender Document</b>																	
<a href="#" style="color: white; text-decoration: none;">For Add New Tender Document</a> <span style="float: right;"><a href="#" style="color: red; text-decoration: none;">Click Here</a></span>			<a href="#" style="color: white; text-decoration: none;">For Edit/Delete Tender Document</a> <span style="float: right;"><a href="#" style="color: red; text-decoration: none;">Click Here</a></span>														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; background-color: #ADD8E6; padding: 5px;"> <b>Add Tender Document</b> </td> </tr> <tr> <td style="width: 15%;">Tender Type</td> <td style="width: 85%;"><input type="button" value="--Select Tender Type--"/></td> </tr> <tr> <td>Division</td> <td><input type="button" value="--Select Division--"/></td> </tr> <tr> <td>Department</td> <td><input type="button" value=""/></td> </tr> <tr> <td>Notice No.</td> <td><input type="button" value="--Select Notice--"/></td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;"> <input type="button" value="Add Document"/> <input type="button" value="reset"/> </td> </tr> </table>						<b>Add Tender Document</b>		Tender Type	<input type="button" value="--Select Tender Type--"/>	Division	<input type="button" value="--Select Division--"/>	Department	<input type="button" value=""/>	Notice No.	<input type="button" value="--Select Notice--"/>	<input type="button" value="Add Document"/> <input type="button" value="reset"/>	
<b>Add Tender Document</b>																	
Tender Type	<input type="button" value="--Select Tender Type--"/>																
Division	<input type="button" value="--Select Division--"/>																
Department	<input type="button" value=""/>																
Notice No.	<input type="button" value="--Select Notice--"/>																
<input type="button" value="Add Document"/> <input type="button" value="reset"/>																	

### Steps for Adding a New Tender Document:

1. Click on the “Click here” link.
2. Select Tender type from the drop down box. (**Mandatory**)

3. Select the division name. (**Mandatory**)
4. Select Department name(**Mandatory**)
5. Select Notice number(**Mandatory**)
6. Click on “Add Document” button.

After clicking on “Add Document” button , the following fields will be displayed

1. **Tender Number** – This will come automatically.
2. **Publication Date on website** – This will come automatically.
3. **Last Date of Document Collection** – This will come automatically.
4. **Last date of document submission** – This will come automatically.
5. **Date of opening** – this will come automatically.
6. **Title ( English / Hindi)** – This is the title for the tender document.
7. **Tender Description ( English / Hindi)** – please enter the tender document description ( approx 100 words).
8. **Tender Value , EMDI , Cost of Tender Document** – Please enter the value in numeric figure e.g. 5000000
9. **Upload file ( English)** – You can upload maximum 10 tender document file. Click on the upload button to upload the file.
10. **Upload file ( Hindi)** – Please click on the upload button to attach respective Hindi file.

Add Tender Document	
Tender Number	A-1234
Publication date on website	18-10-2010 <input type="button" value="Time"/> 15:00 <input type="button" value="hh:mm"/>
Last Date of Document Collection	00-00-0000 <input type="button" value="Time"/> 00:00 <input type="button" value="hh:mm"/>
Last date for Document Submission	00-00-0000 <input type="button" value="Time"/> 00:00 <input type="button" value="hh:mm"/>
Date of Opening	19-10-2010 <input type="button" value="Time"/> 12:00 <input type="button" value="hh:mm"/>
Tender Title (in English)	<input type="text"/>
Tender Title (in Hindi)	<input type="text"/>
Tender Description (in English)	<input type="text" value="This is a test tender notice"/>
Tender Description Hindi	<input type="text" value="यह एक प्रतीक्षण निविदा सूचना है"/>
Tender value	₹ <input type="text"/>
EMD	₹ <input type="text"/>
Cost of Tender Document	₹ <input type="text"/>
Upload File (English)	(1) <input type="text"/> <input type="button" value="Browse..."/> (2) <input type="text"/> <input type="button" value="Browse..."/> (3) <input type="text"/> <input type="button" value="Browse..."/> (4) <input type="text"/> <input type="button" value="Browse..."/> (5) <input type="text"/> <input type="button" value="Browse..."/> (6) <input type="text"/> <input type="button" value="Browse..."/> (7) <input type="text"/> <input type="button" value="Browse..."/> (8) <input type="text"/> <input type="button" value="Browse..."/> (9) <input type="text"/> <input type="button" value="Browse..."/> (10) <input type="text"/> <input type="button" value="Browse..."/>
Upload File (Hindi)	<input type="text"/> <input type="button" value="Browse..."/>

### Steps for Editing Tender Document

1. Click on the “Click here” link.
2. Search the tender document using the search parameter provided.
3. Click on the Edit Link to edit/update details.
4. Click on the Update button.

Search Tender by Keyword					
Please enter search keyword : <input type="text"/>					
<input type="button" value="Search"/>					
Search Tender type, Division and Departments					
Search Filter	<input type="radio"/> Show All <input checked="" type="radio"/> Active <input type="radio"/> Archive				
Tender Type	<input type="text" value="Tender"/>				
Division	<input type="text" value="Ambala"/>				
Department	<input type="text" value="COMMERCIAL JAN 1 2010 ONWARDS"/>				
<input type="button" value="Show"/>					
Division	Department	Tender No.	Tender Open Date	Name Of Work	Edit
Ambala	COMMERCIAL JAN 1 2010 ONWARDS	C-38-Parcel-SLR-Pt.IV-10	15-11-2010	LEASING OF SLR/AGC SPACE..	<input type="button" value="Edit"/>

## 16. Manage Tender Corrigendum

Add Corrigendum	
Division	--Select Division-- <input type="button"/>
Department	<input type="button"/>
Corrigendum For	<input type="radio"/> Notice <input type="radio"/> Tender
Notice No.	--Select Notice-- <input type="button"/>
Tender No.	--Select Tender-- <input type="button"/>
Revised Date	<input type="text"/>
Corrigendum Title (in English)	<input type="text"/>
Corrigendum Title (in Hindi)	<input type="text"/>
Description (in English)	<input type="text"/>
Description (in Hindi)	<input type="text"/>
Upload File(English)	<input type="text"/> <input type="button" value="Browse..."/>
Upload File (Hindi)	<input type="text"/> <input type="button" value="Browse..."/>
	<input type="button" value="Add"/> <input type="button" value="reset"/>

### Steps for Adding a New Tender Corrigendum:

1. **Select Division Name** – Please select division name from the drop down for which tender corrigendum to be added. (**Mandatory**)
2. **Select Department Name** – Please select the Department Name from the drop down for which tender corrigendum to be added. (**Mandatory**)
3. **Select Corrigendum for** – Please select for which tender corrigendum to be added. (**Mandatory**)
  - a. Notice – select notice if it is the corrigendum against the Notice.
  - b. Tender – Select Tender if it is the corrigendum against the tender document.
4. **Select Notice No** – If it is against Notice, then select the appropriate Notice No from the drop down list. (**Mandatory**)
5. **Select Tender No** – If it is against Tender Document, then select the appropriate Tender No from the drop down list. (**Mandatory**)
6. **Enter Revised Date** – Please enter revised date if the date for the Notice or the Tender Document has been revised.
7. **Enter Corrigendum title in English / Hindi** – Please enter the corrigendum title in English / Hindi. (**Mandatory**)
8. **Enter Corrigendum description in English/Hindi** – Please enter the corrigendum description in English / Hindi ( approx 100 words.)

9. **Upload file ( English / Hindi)** – Please click on the Upload button to attach English / Hindi corrigendum file.
10. Click on the Add Button.

## 17. Manage Store Tender

Manage Store Tender Notice	
<a href="#">For Add New Tender Notice</a>	<a href="#">Click Here</a>
<a href="#">For Edit/Delete Notice</a>	<a href="#">Click Here</a>
Manage Store Corrigendum	
<a href="#">For Add New Corrigendum</a>	<a href="#">Click Here</a>

### Steps for Adding a New Store Tender Notice

1. Click on the respective “Click here” link.
2. The following fields will be displayed.
  - a. **Tender Type** – Please select the tender type for which the tender is to be added. (**Mandatory**)
  - b. **Tender Number** – Please enter the appropriate tender number. (**Mandatory**)
  - c. **Notice Due Date / Time** – Please enter the due date and time for the tender.
  - d. **Quantity** – Please enter the quantity. Please enter only numeric value e.g. 1000
  - e. **Cost , EMD** – Please enter the cost and EMD amount. Please enter only numeric value e.g. 200000
  - f. **Description English / Hindi** – Please enter tender description both in English and Hindi. (**Mandatory**)
  - g. **File attach ( English / Hindi)** – Please click on the upload button to attached English / Hindi file.
3. Click on the Save button.

**Manage Store Tender >> Add Store Notice**

Add Store Notice	
Tender Type	--Select Tender Type-- <input type="button" value="▼"/>
Tender Number	<input type="text"/>
Notice Due Date	<input type="text"/> Time 00:00 (hh:mm)
Quantity	<input type="text"/>
Cost	<input type="text"/>
EMD	<input type="text"/>
Description English	<input type="text"/>
Description Hindi	<input type="text"/>
File English	<input type="text"/> <input type="button" value="Browse..."/>
File Hindi	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Save"/> <input type="button" value="reset"/>	

#### Steps for Editing / Deleting Store Tender Notice Details

1. Click on the respective “Click here” link.
2. Click on the Edit link if the details to be edited/updated.
3. Click on the delete link if that particular Tender notice to be deleted.

**Manage Store Tender >> Edit/Delete Store Tender**

SL	Tender No.	Due Date/Time	Description	Quantity Unit	Cost	Download	EMD	Edit	Delete
1	7876811	25-11-2010 16:00	test11	23411	343211	23411	<b>E Tender</b>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2	erytre567657	31-12-2010 20:20	test	43534	534	5345	Tender Notice Corrigendum	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
3	trytr	31-10-2010 00:34	fgsdfgfdsg	345	435	435	Tender Notice	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
5	gfdsdg	31-10-2010 00:00	34543543	4543	5435435	435	Tender Notice	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
6	test	05-11-2010 22:00	tyestinlh	22	22	22	<b>E Tender</b>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
7	test	04-11-2010 00:00	ymmmmmrr	55	55	55	Tender Notice Corrigendum Annexure	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

#### Steps for Adding a Store tender Corrigendum:

1. Select Notice number
2. Select Document type
3. Browse / Upload file.
4. Click on the Save button.

Manage Store Tender >> Add Corrigendum

Add Corrigendum	
Notice No.	ertytre567657
Document Type	Corrigendum
File	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Save"/>	

**Logic for the Public site:**

1. The Tender Document can only be downloaded by the registered User. There is an option for the user to register themselves.
2. The Tender Document will be available for downloading till the date of opening. Once that date has expired, then the download link will be removed automatically.
3. An automatic email will be sent to the registered user at his/her email-id if a new corrigendum has been issued against a tender notice or tender document.

## 18. Manage Awarded Tender

Manage Tender Awarded

For Awarded Tender	<a href="#">Click Here</a>
--------------------	----------------------------

**Steps for Adding a New Awarded Tender**

1. Click on the “Click here” link.
2. The following fields will be displayed
  - a. **Select Division** – please select the appropriate division name for which the details to be added. (**Mandatory**)
  - b. **Select Department** – please select the appropriate department name for which the details to be added. (**Mandatory**)
  - c. **Select Tender No** – please select the tender no from the list . (**Mandatory**)
3. Click on the “Award This Tender” button.

Manage Awarded Tenders

Award Tender	
Division	Ambala
Department	ACCOUNTS JAN 1 2010 ONWARDS
Tender No.	Tender/2010/20
<input type="button" value="Award This Tender"/>	

The following fields will be displayed:

1. **High Value Tender** – Select the check box if it is a High Value Tender document else leave it unchecked.
2. **Name of Work Description ( English / Hindi)** – Please enter a brief description for the name of work. (**Mandatory**)
3. **Awarded to** – Please enter the details to whom the tender has been awarded.
4. **Awarded on** – Please select the date on which the tender has been awarded.
5. **Closed on** - Please select the date on which the tender has been closed.
6. **Cost in Lakhs** – Please enter the amount in lakhs . Please use only numeric figure. E.g. 12
7. **Billing Status** – Please enter the billing status details.
8. **Upload file** – Please click on the upload button to attach relevant file.

Manage Awarded Tenders

Add Awarded Tender	
High Value Tender	<input checked="" type="checkbox"/>
Name Of Work Description(in English)	<input type="text"/>
Name Of Work Description (in Hindi)	<input type="text"/>
Awarded To	<input type="text"/>
Awarded On	<input type="text"/>
Closed On	<input type="text"/>
Cost In Lakhs	₹ <input type="text"/>
Billing Status	<input type="text"/>
Upload File	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Save"/> <input type="button" value="reset"/>	

## 19. Manage Bill Status

Manage Bill Status	
Through pdf/xls/doc	
For Uploading Data File	<a href="#">Click Here</a>
For Edit/Delete Documents	<a href="#">Click Here</a>
Form Based	
For Uploading Data File	<a href="#">Click Here</a>
For Edit/Delete Records	<a href="#">Click Here</a>
Through CSV Uploading	
For Uploading Data File	<a href="#">Click Here</a>
For Data Processing	<a href="#">Click Here</a>

### 1. Steps for Uploading date file through pdf/xls/doc

- 1.) Click on the respective “Click here” link.
- 2.) Select Division
- 3.) Select Department
- 4.) Enter Description in English / Hindi
- 5.) Enter date
- 6.) Select Status
- 7.) Upload file (English/ Hindi)
- 8.) Click on the Save button.

Manage Bill Status » Upload Data File	
Division	Ambala
Department	COMMERCIAL JAN 1 2010 ONWARDS
Description English	Commercial Bill Status
Description Hindi	वाणिज्यिक बिल का दर्जा
Date	15-11-2010
Status	pass
Upload File English	C:\Documents and Settings\
Upload File Hindi	
	<input type="button" value="Save"/> <input type="button" value="reset"/>

### Steps for Editing / Deleting the Uploaded date file ( through pdf/xls/doc)

- 1.) Select Division from the list available
- 2.) Select Department from the list available.
- 3.) Click on the Show button.
- 4.) Result is displayed.
- 5.) Click on the Edit link to edit/update details.
- 6.) Or Click on the Delete link to delete the details.

**Manage Bill Status » Select For Edit/Delete**

Division	Ambala								
Department	ACCOUNTS JAN 1 2010 ONWARDS								
Show									
Sl.	Division	Department	Description	Date	Bill Status	File English	File Hindi	Edit	Delete
1	Ambala	ACCOUNTS JAN 1 2010 ONWARDS	testing7y68768768	04-11-2010	Passed	<a href="#">View Upload File</a>	<a href="#">View Upload File</a>	Edit	Delete

### 2. Steps for adding data using Form

- 1.) Select Division
- 2.) Select department
- 3.) Enter details.
- 4.) Click on the Save button.

Manage Bill Status » **Fill Form Field**

Division	--Select Division-- <input type="button" value="▼"/>
Department	<input type="button" value="▼"/>
Contract Number	
Contract Date	<input type="text"/> <input type="button" value="Calendar"/>
Name Of Work	
Name Of Contractor With Address	<input type="text"/> <input type="button" value="▼"/>
Payment Type	
Bill Date	<input type="text"/> <input type="button" value="Calendar"/>
Details of CC/FCC	
Bill Amount	
Date of Clearance by SRDEN/AEN/CMD/CMS/DFM	<input type="text"/> <input type="button" value="Calendar"/>
Bill Submission Date	<input type="text"/> <input type="button" value="Calendar"/>
Date of Receipt	<input type="text"/> <input type="button" value="Calendar"/>
Bill NO/ID	
Bill Unit	
Party Code	
C06 No.	
C06 Date	<input type="text"/> <input type="button" value="Calendar"/>
C07 No.	
C07 Date	<input type="text"/> <input type="button" value="Calendar"/>
Cheque No.	
Cheque Date	<input type="text"/> <input type="button" value="Calendar"/>
Status	
Delay Days	
Cheque Amount	
Bill Party Name	
Deduction	
Remark	
	<input type="button" value="Save"/> <input type="button" value="reset"/>

 You can enter only specific fields as per your requirement.

### Steps for Editing / deleting Details using Form

- 1.) Select Division
- 2.) Select Department
- 3.) Click on the Show button.
- 4.) Search result is displayed.
- 5.) Click on the edit link to edit/update details.
- 6.) Or click on the delete button to delete details.

Manage Bill Status >> Select For Edit/Delete									
Sl.	Division	Department	Contract Number	Contract Date	Name Of Work	Name & Address	Payment Type	Edit Delete	
1	Ambala	ACCOUNTS JAN 1 2010 ONWARDS	test/2010	11-11-2010	3	4	5	Edit	Delete
2	Ambala	ACCOUNTS JAN 1 2010 ONWARDS	1	02-11-2010	3	4	5	Edit	Delete
3	Ambala	ACCOUNTS JAN 1 2010 ONWARDS	675765	02-11-2010	47	5647	654765	Edit	Delete
4	Ambala	ACCOUNTS JAN 1 2010 ONWARDS	675765	02-11-2010	47	5647	654765	Edit	Delete
5	Ambala	ACCOUNTS JAN 1 2010 ONWARDS	5767657	10-11-2010	er	yer	dfgf	Edit	Delete
6	Ambala	ACCOUNTS JAN 1 2010 ONWARDS	treytr	03-11-2010	rt	eytrey	try	Edit	Delete

### 3. Steps for Uploading date file using csv format

- 1.) Select Division
- 2.) Select Department
- 3.) Enter date
- 4.) Browse / Upload csv file.
- 5.) Click on the Upload button.

Manage Bill Status » Upload Data File

Division	Ambala
Department	ACCOUNTS JAN 1 2010 ONWARDS
Date	16-11-2010
Upload File	C:\Documents and Settings\... <input type="button" value="Browse..."/>
	<input type="button" value="Upload"/> <input type="button" value="reset"/>

- 6.) Click on the Data Processing “Click here” link.
- 7.) Select Division
- 8.) Select Department
- 9.) Click on the show button.
- 10.)Select the file and click on the Submit button.
- 11.)Click on the View Snapshot to view the details.

**Manage Bill Status » Data Processing**

Division	Ambala	Show									
Department	ACCOUNTS JAN 1 2010 ONWARDS	View SnapShots									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">File Name</th> <th style="width: 70%;"></th> <th style="width: 15%; text-align: right;">View SnapShots</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 1287562009705_BILLSTATUS30092010.TXT</td> <td style="text-align: right;"><input type="button" value="submit"/></td> <td style="text-align: right;">View SnapShots</td> </tr> <tr> <td><input type="checkbox"/> 1287562184457_BILLSTATUS30092010.TXT</td> <td style="text-align: right;"><input type="button" value="submit"/></td> <td style="text-align: right;">View SnapShots</td> </tr> </tbody> </table>			File Name		View SnapShots	<input type="checkbox"/> 1287562009705_BILLSTATUS30092010.TXT	<input type="button" value="submit"/>	View SnapShots	<input type="checkbox"/> 1287562184457_BILLSTATUS30092010.TXT	<input type="button" value="submit"/>	View SnapShots
File Name		View SnapShots									
<input type="checkbox"/> 1287562009705_BILLSTATUS30092010.TXT	<input type="button" value="submit"/>	View SnapShots									
<input type="checkbox"/> 1287562184457_BILLSTATUS30092010.TXT	<input type="button" value="submit"/>	View SnapShots									

**Quick View of Data**

Office	SL No.	BPSEC	PAYEE	AUGBNOD	AUGBDATE	AUGNO	AUDATE	BVNO	BVDT	CHQNO	CHQDT
H	2009004008035	EX	CHANDA &CHANDA ENGINEERS	AMC FOR WHEEL SET OF LHB COACHES IN RAJDHANI EXP. AT TKPR/HWH.	20090928	2009004008035	20100101	200900402617	20100106	230600	20100107
H	2009004008036	EX	BRITE GLASS WORKS PVT.LTD.	REP. &REPL. OF WINDOW GLASS OF LHB COACHES IN RAJDHANI EXP. AT TKPR/HWH	20081229	2009004008036	20100101	200900402617	20100106	230600	20100107
H	2009004008037	EX	ELEKTRAD ENGINEERS	SUPPLY & FIXING OF LOOKING MIRRORS IN COACHES UNDER DME/C&W/HWH	20090818	2009004008037	20100101	200900402617	20100106	230600	20100107

## 20. Manage News/Announcements

### Steps for adding a new News/Announcement

1. Enter Label in English / Hindi.
2. Enter Start date ( Date from which the news/announcement should start appearing on the website)
3. Enter End date ( date when the news/announcement should get disappeared from the website)
4. Enter News/Announcement description
5. Click on the Save button.

**Manage News & Announcements**

Manage Content for Direct Section	
Label in English	CRITERIA FOR EMPANELMENT OF NEWSPAPERS
Label (in Hindi)	CRITERIA FOR EMPANELMENT OF NEWSPAPERS
Start date	26 Oct 2010
End date	26 Nov 2010
Add to Home Page Ticker	<input checked="" type="radio"/> No <input type="radio"/> Yes
<b>English</b> <b>हिन्दी</b>	
<b>Description in English</b>	
	
<p><i>Criteria for empanelment of newspapers for releasing advertisements of Northern Railway in its jurisdiction.</i></p> <p>The newspapers published in the jurisdiction of Northern Railway, having DAVP rates, are eligible to apply for empanelment for releasing of advertisements (classified/display) from Northern Railway. The newspapers/periodicals may apply for empanelment by 28<sup>th</sup> February every year supported with the following documents :</p>	
No files were attached. Document for download (English) <a href="#">Attach/ Remove New File</a>	

## 21. Manage Press Releases

### Steps for adding a new Press Release

6. Enter Label in English / Hindi.
7. Select Press release Issuing Officer Name
8. Enter Location
9. Enter Press Release Number
10. Enter Start date ( Date from which the press release should start appearing on the website)
11. Enter End date ( date when the press release should get disappeared from the website)
12. Enter Press release description
13. Click on the Save button.

Manage Press Releases

Manage Content for Direct Section

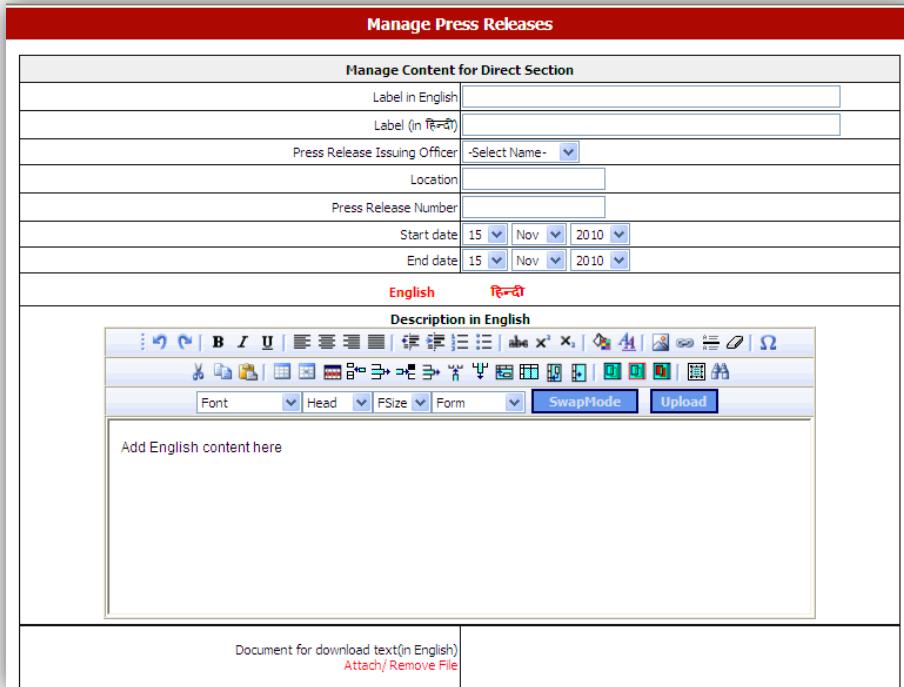
Label in English	
Label (in हिन्दी)	
Press Release Issuing Officer	-Select Name- <input type="button" value="▼"/>
Location	
Press Release Number	
Start date	15 <input type="button" value="▼"/> Nov <input type="button" value="▼"/> 2010 <input type="button" value="▼"/>
End date	15 <input type="button" value="▼"/> Nov <input type="button" value="▼"/> 2010 <input type="button" value="▼"/>

English हिन्दी

Description in English

Add English content here

Document for download text(in English)  
[Attach/ Remove File](#)



## 22. Manage Press Release Issuing Officer

### Steps for Adding Press Release Issuing Officer details

1. Enter Press Release Issuing Officer Name
2. Enter Designation
3. Browse / Upload signature.
4. Click on the Add button.

**Manage Press Releases Officers Information**

Press Release Issuing Officer Details	
Name	<input type="text"/>
Designation	<input type="text"/>
Signature (Upload)	<input type="text"/> <a href="#">Browse...</a>
<input type="button" value="Add"/> <input type="button" value="reset"/>	

List Of Officers				
S.No.	Name	Designation	Signature	Edit
1	V.J. ACCAMMA	Chief Public Relations Officer		<a href="#">Edit</a>
2	Vinod11	BA11		<a href="#">Edit</a>
3	Amit Jha	CRIS		<a href="#">Edit</a>

## 23. Manage Photo Gallery

### Steps for creating a new Photo Gallery

1. Enter Photo gallery title ( English / Hindi)
2. Enter Start date ( the date from which the photo gallery should start appearing on the website)
3. Enter End Date ( the date when the photo gallery should disappear from the website)
4. Enter photo gallery description.
5. Click on the attach/remove file link to upload images
  - a. Enter Caption
  - b. Enter Description
  - c. Browse / Upload image.
6. Click on the create content button.

Manage Photo Gallery

Manage Content for Direct Section

Label in English	
Label (in हिन्दी)	
Start date	15 Nov 2010
End date	15 Nov 2010

English हिन्दी

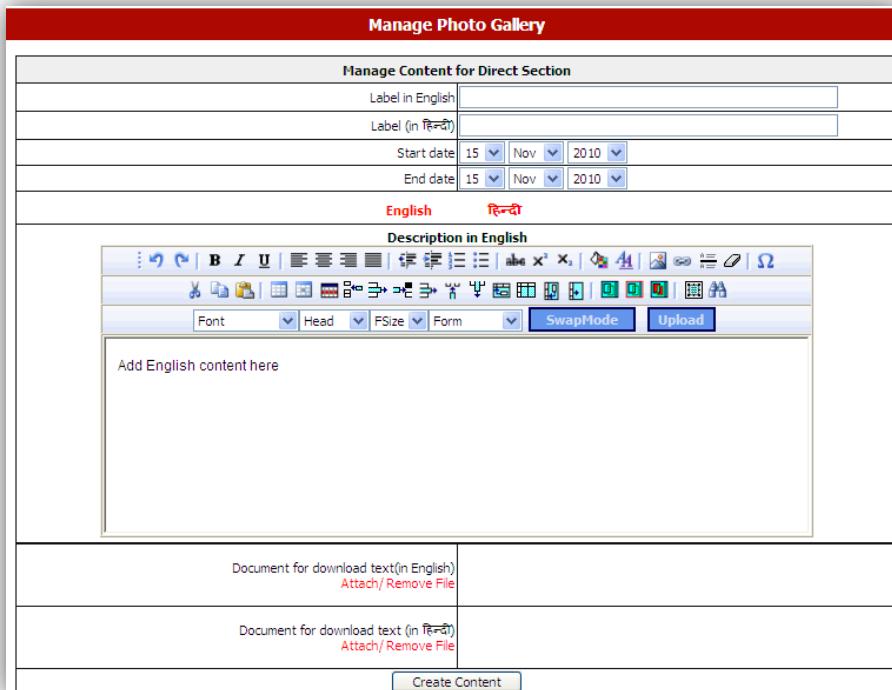
Description in English

Add English content here

Document for download text(in English)  
Attach/ Remove File

Document for download text (in हिन्दी)  
Attach/ Remove File

Create Content



**Editor Feature:**

1. **Swap Mode** – If you wanted to see / view the HTML code , then click on this button. There are two ways of adding the content
  - a. Adding content from by directly typing in the editor or by copy & pasting from any other editor e.g. Notepad or Word.
  - b. Adding content in HTML format – If you are little bit conversant with the html language , then you can also add content using this feature.
2. **Upload** – In case you want to upload any file e.g. word, excel or pd file. Please follow the following steps to use it.
  - a. Select the text in the editor which you wanted to make as a hyperlink.
  - b. Then click on the “Uplaod” button.
  - c. Browse the file which you want to attach.
  - d. Click on the OK button.
  - e. The text selected will now become as a hyperlink. You can see the underline below it.

## 24. View User Audit Trail

### Steps for Viewing User Audit Trail Details:

1. Select Username from the list available.
2. Select Date for which you want the Audit Trail.
3. Click on the Search button.
4. Search result will be displayed.
5. Click on the View Details link for detailed information.

User Log				
See User Log				
User Name	--select--	Date		Search
1	techsupport	04-10-2010 20:11	DirectContentCreate	<a href="#">View Details</a>
2	techsupport	04-10-2010 20:12	DirectContentCreate	<a href="#">View Details</a>
3	techsupport	04-10-2010 20:22	DirectContentCreate	<a href="#">View Details</a>
4	techsupport	04-10-2010 20:25	DirectContentCreate	<a href="#">View Details</a>
5	techsupport	04-10-2010 20:26	DirectContentCreate	<a href="#">View Details</a>
6	techsupport	04-10-2010 20:37	DirectContentCreate	<a href="#">View Details</a>
7	techsupport	04-10-2010 20:45	DirectContentCreate	<a href="#">View Details</a>
8	techsupport	04-10-2010 20:45	DirectContentCreate	<a href="#">View Details</a>
9	techsupport	05-10-2010 14:38	UpdateTicker	<a href="#">View Details</a>
10	techsupport	05-10-2010 14:39	UpdateTicker	<a href="#">View Details</a>

## 25. View Tender Download Log

### Steps for Viewing Tender Download Log Details

14. Enter Notice/Tender No or the Download Date .
15. Click on the Search Button.
16. Search result will be displayed.
17. Click on the View Details link for detailed information

**Tender Download Log**

**Search Tender Dowload Log**

Notice/Tender No.	Download Date	Search	
1 testing@cris	22-10-2010 00:00	sandeep <a href="#">View Details</a>	
2 testing@cris	22-10-2010 00:00	sandeep <a href="#">View Details</a>	
3 testing@cris	22-10-2010 00:00	sandeep <a href="#">View Details</a>	
4 testing@cris	17216	22-10-2010 00:00	sandeep <a href="#">View Details</a>
5 testing@cris	172.16.1.61	22-10-2010 00:00	sandeep <a href="#">View Details</a>
6 testing@cris	172.16.1.61	22-10-2010 00:00	sandeep <a href="#">View Details</a>
7 testing@cris	172.16.1.61	22-10-2010 00:00	sandeep <a href="#">View Details</a>
8 ambala log	172.16.1.61	25-10-2010 00:00	sandeep <a href="#">View Details</a>
9 testing final	10.64.0.102	29-10-2010 20:00	sandeep <a href="#">View Details</a>
10 dsafsdf	172.16.1.61	15-11-2010 20:00	sandeep <a href="#">View Details</a>

Next